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D R A F T

TRAINING MATERIALS FOR OVERSEAS USE

1. General

a. The Office of Training (OTR) does not have operational responsibility for field training; however, it is prepared to provide limited support to field training projects by making available various standardized training aids and materials which have been developed by the Agency for use in Headquarters training. These aids and materials, on subjects of common interest, include sterilized lesson plans, study guides, reference papers, charts, maps, training films and military training aids and materials.

b. The following procedures have been established to govern the release of instructional materials and aids to field installations.

2. Processing

a. Foreign divisions or staffs will submit requests for overseas training materials through the appropriate Training Officer (TO) in triplicate, and in accordance with the format suggested by Attachment A, to the Director of Training (DTR), Attention: Chief, Training Aids Branch (SS/TAB).

b. On the basis of the request, TAB will consult with the instructional staff of OTR to select and procure instructional materials and aids which most nearly fulfill the training requirements cited in the request. Final determination of the suitability of the materials or aids will be made by OTR on the basis of validity and policy content. Materials will be forwarded to the requesting division through the TO's.

c. When the procurement of such materials or aids will incur the expenditure of funds, as for standard military aids, books or training films, the requesting division will provide such funds. Information giving the name of the

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authorizing official and appropriate fiscal account number should be included in the request to OTR.

3. Security Approval

d. Security approval determination of the suitability of the materials selected for use in overseas training programs will be made by Staff C/FI on the basis of the information presented in the request for the material and aids. Security approval will be obtained from Staff C by the requesting officer on receipt of the materials from OTR.

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